

Residence Life Coordinator

Position Description

Overview of USF and Housing & Residential Education

Student Affairs and Student Success at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success. Student Affairs and Student Success provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership.

Guided by the direction of Student Affairs and Student Success, Residential Education at the University of South Florida provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship. Our dynamic residential experience produces proud USF alumni and engaged global citizens and we strive to achieve our motto of being the best place to live, work, and learn.

About the Position

Residential Education seeks talented and dedicated educators to join our dynamic team as a Residence Life Coordinator. USF takes a holistic approach to education. RLCs will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential education program designed to intentionally contribute to student learning, growth, and success. To enhance student success, the department of Residential Education reports up through the Vice President of Student Affairs and Student Success. The Residence Life Coordinator reports to an Assistant Director for Residential Education.

Position Responsibilities

The Residence Life Coordinator has overall responsibility for creating a safe, secure, and learner-centered environment in an area of 250-600 residents. This position requires frequent and meaningful interactions with students in a variety of settings. Residence Life Coordinators oversee academic support, staff supervision, facilities management, student conduct, crisis intervention, and social justice education, while conducting their work to promote exemplary student success.

Framed by the values of Student Affairs and Student Success, the major responsibilities of a Residence Life Coordinator at USF include:

Community

- Community development: ensure that all residents feel included and welcomed by overseeing and being invested in academic, community, and personal programs in collaboration with other residential life and education staff and/or university departments; serve as a role model to student staff by having intentional, educational conversations
- Advising: provide regular interaction that challenges and supports students as they explore and take ownership of their individual growth and development
- Serve as the primary advisor to the building/area council
- On-call crisis response: serve as the primary emergency response person for an on-campus community up to 5,700 residents; participate in an on-call rotation throughout the entire calendar year
- Crisis preparedness: serve as a member of the essential personnel in crisis situations, be knowledgeable of departmental and university protocol and resources, prepare staff and students for potential crisis situations, address daily community concerns.

Collaboration

- Facilities operations: manage all operational aspects of the assigned community, including reporting concerns to appropriate facilities and operations staff, damage billing, and conducting regular safety drills and inspections.
- Budget/Procurement: oversee and maintain community programming budget, use University procurement card.
- Occupancy Management: Manage ongoing occupancy through collaboration with Housing Assignments Staff and use of Mercury Residential Management System to facilitate roster verifications; room changes, swaps, and cancellations.

Integrity

- Supervision: provide supervision to resident assistants, and/or graduate students, and support staff in the area of assigned responsibility; serve an integral role in the recruitment, selection, training, and evaluation of all staff members
- Student conduct: upholding and advocating the USF Commitment to Honor, Code of Conduct, and Housing Policies by serving as an initial review hearing officer, adjudicating conduct cases and administering educational sanctions
- Quality Service: respond to concerns and issues of students, parents, staff, and others in a manner that provides exceptional service, accurate information, and fosters relationship-building

Excellence in Learning

- Residential Curriculum: develop intentional student interactions and programming focused on the curricular experience, including implementing a residential curriculum that seeks to create a meaningful residential experience; assessing curriculum through the ongoing development of lesson plans; and mentoring at-risk first year students living on campus.
- Academic Initiatives: provide support to Living Learning Communities and Academic Initiatives as outlined by the department Academic Initiatives Team.
- Professional Development: serve on various departmental committees and task forces, including but not limited to staff selection, recruitment, and training; option to serve on university-wide committees.

Inclusivity/Diversity

- Advocacy: Advocate and empower individuals using a social justice lens, through role modeling, advising/supervising, and assisting students in their exploration of personal identity in a global society.
- Social Justice Education: Support and promote social justice education programming and initiatives, sponsored departmentally and university wide. Show initiative to develop individual skills needed to become a social justice educator.

Student Success

- Referral agent: provide basic counseling and crisis management interventions with students while educating and referring students to the campus resources available to enhance their collegiate experience; be an educator to student staff to be able to manage low-level referral situations
- Initiatives: promote and participate in departmental and university initiatives, including, but not limited to sustainability efforts, student behaviors, and education
- Referral agent: provide basic counseling and crisis management interventions with students while educating and referring students to the campus resources available to enhance their collegiate experience; be an educator to student staff to be able to manage low-level referral situations.
- Initiatives: promote and participate in Housing and Residential Education, Student Affairs and Student Success, and University initiatives, including, but not limited to sustainability efforts, student behaviors, education, and other events.

Preferred Qualifications:

A Master's Degree in Higher Education, Student Personnel, or a closely related field and residence life experience. Graduate-level residence life staff experience, supervising resident assistants and advising student organizations is strongly preferred.

This is a 12 month, live-in position. Residence Life Coordinators are required to live in an apartment on campus in order to perform the duties of the Residence Life Coordinator position. Apartments are furnished, and include utilities, cable, and wireless internet. Residence Life Coordinators are also required to maintain a university meal plan as a way to strengthen ties with students in their communities.

Compensation

Compensation includes an annual salary of \$32,000; and full university benefits.

USF Housing does not have a cat or dog pet policy.